

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy Name: Division of Library and Research Technologies

SRSU Policy ID: FH 3.01

Policy Reviewed by: Executive Vice President and Provost

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The Division of Library and Information Technologies is located in the Bryan Wildenthal Memorial Library and consists of Public Services (including Reference Services, Interlibrary Loan, and Circulation Services), Technical Services and Collection Development, and the Archives of the Big Bend. The purpose of the Division is to provide the learning resources, facilities, services, and technologies necessary to support the research and informational needs of the University, the Alpine community, and the Big Bend area.

A. Bryan Wildenthal Memorial Library

The primary purpose of the Bryan Wildenthal Memorial Library is to contribute to the instructional and research programs of the University by collecting, organizing, making readily available, and assisting in the use of books, periodicals, electronic services, and other information resources needed by the students, faculty, and staff of the University (including those at Rio Grande College or taking Distance Education courses). The library also participates in the cooperative sharing of information resources through Interlibrary Loan.

Secondarily, the library seeks to provide resources, services, and information relevant to the general informational and recreational needs of the University, the Alpine community, and the Big Bend Area.

1. Public Services librarians and staff members manage and maintain print and electronic reference resources, the circulating book collection, audio-visual materials, serials, electronic resources, the Juvenile and Curriculum collections, and maps. Librarians assist patrons with locating information, planning research strategies, and using electronic resources. They also teach library research skills, conduct tours of the facilities, create research guides, and assist faculty in making library resources available in Blackboard and integrating research into their courses. Circulation Services staff manage and circulate reserve materials, circulating books, and audio-visual materials. Interlibrary Loan staff obtain materials that the library does not own for Sul Ross students, faculty, and staff and provide delivery services for documents as needed.
2. Technical Services and Collection Development are responsible for identifying, acquiring, cataloging, and processing materials for the collections of the library and the Archives of the Big Bend. Other functions include creating and

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maintaining records in the library's electronic catalog, repairing or withdrawing torn or damaged materials, binding journals, receiving and acknowledging gifts and donations, and assisting faculty with the selection and purchase of appropriate materials.

3. Specific objectives of the library are to provide the following resources and services:
 - a. A strong, well-balanced core collection of materials in a variety of formats to support the teaching function of the University.
 - b. In-depth collections in disciplines offering Master's degrees.
 - c. Up-to-date reference and general information sources to support the informational and recreational needs of the University, the Alpine community, and the Big Bend area.
 - d. Such special collections as are deemed essential to fulfill the purpose of the library and archives.
 - e. Convenient bibliographic and, where feasible, full-text access to all collections for both on-campus and distance users (including Rio Grande College students, faculty, and staff) through effective utilization of the campus network and adequate library hours.
 - f. Professional assistance in locating and using library materials and other information resources during all hours the library is open.
 - g. Providing 24-hour access to an online collection of journals and eBooks, along with tutorials for using both, for when the library is not open.
 - h. An active program of partnering with faculty to provide instruction on library resources and research for classes.
 - i. Services for locating and obtaining materials from other libraries through a strong Interlibrary Loan department.
 - j. Facilities to allow the appropriate duplication of materials.
 - k. A friendly and professionally trained staff to develop and administer the resources and services of the library.

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

4. Other Services Provided by the Library
 - a. Copying, faxing, and lamination services are provided for a fee. Flash drives are also available for a fee.
 - b. Viewing rooms are available for viewing audiovisual materials, and study rooms are available for collaborative learning.
 - c. An accessible workstation featuring text-to-speech facilities, poor-vision enhancement, and other services is provided.
 - d. Microfilm readers and printers and a typewriter are available.
 - e. A welcoming, safe environment gives students a place to gather, relax, and learn that is outside of the traditional classroom.

B. Archives of the Big Bend, located on the second floor of the Library

The Archives of the Big Bend collects, preserves, arranges, describes, and makes available for use research materials, including manuscript collections, photographs, oral histories, maps, and the University Archives. The primary area of scope is the Big Bend region of Texas; secondary areas include the area west of the Pecos River and east of El Paso County in Texas and related areas of northern Mexico. The Archives holdings document the unique history and diversity of cultures in the region.

Collections are available for use in the reading room under supervision by Archives staff. Patrons include Sul Ross students, faculty, and staff; the general public; and visiting scholars and students. Services include reference assistance, instruction to patrons on the proper handling and use of archival materials, and general or course-specific presentations on Archives holdings. Arrangements for class activities may be made by contacting the Archivist.

Hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, and by appointment.